

**DCJS – Private Security Services Section**  
**PSS\_WA: In-service Alternative Credit Application – Instructions**

For additional questions on eligibility, please refer to the Regulations Relating to Private Security Services, 6VAC 20-171 ARTICLE 4.

**GENERAL:**

1. In order to receive credit, you must submit an application with all required documentation. Applications received without the required documentation will be returned. DCJS does not retain documentation previously submitted. Please do not write in “on file” or “attached to another application”; all relevant documentation must accompany the application requiring it.
2. In-service training alternative credit applications may take a minimum of 30 days to process upon receipt by the Department. You should submit this application a minimum of 60 days prior to your expiration date to allow time to take training should this application be denied. You are required to meet all training requirements prior to expiration date. ***Denial of this application does not make an exception to this requirement.***
3. All in-service alternative credit applications are for full credit only. You must submit appropriate documentation of training that meets or exceeds the full requirements and content for your specific category.
4. Only one category of registration or certification training may be requested per application, but may include firearms training also for a firearms endorsement to go along with the Registration category.
5. You may not apply for in-service alternative credit if your Registration or Certification has expired. You will be required to take certified training through a PSS certified school.
6. If you are unsure of eligibility, please refer to the Regulations Related to Private Security – 6VAC 20-171 Article 4, as well as the FAQ section on our website for details. Applications that are denied are not eligible for a refund.
7. When submitting an application for an in-service training exemption, the following documents must be submitted:
  - Information on the sponsoring organization (brochure, pamphlet, bio card)
  - Session outline
  - Instructor bio
  - Length of training program (hours of attendance)
  - Date(s) and location of training (must be onsite unless a **pre-approved\*** online program)
  - Certification of successful completion (must show student’s name, sponsoring organization, instructor’s signature, and course name and completion date)

*\*Currently, the only online training accepted is listed under “Training Alternatives - Online Training” on the PSS website.*

8. Please refer to our website for a current list of pre-approved, in-service training opportunities. Other types of alternative training that may be eligible for credit includes, but is not limited to:
  - Trade Association sponsored training
  - Vendor training
  - National / Regional Conferences (Training at a conference – not simply attendance)
  - Seminars or training sessions offered for CEU credit and hosted by an accredited institution, trade or technical college, or university
  - Law enforcement departments or training academies providing training programs
  - Pre-approved training programs – see the DCJS website under “Training Alternatives” for a list of pre-approved programs

**GENERAL INSTRUCTOR and FIREARMS INSTRUCTOR DEVELOPMENT IAC:**

At the time of this policy, the only alternative for 13I and 14I shall be for pre-approved training listed on our website for approved schools.

**ALTERNATIVE TRAINING CREDIT  
APPLICATION FOR IN-SERVICE TRAINING**

Form Code: PSS\_WA, **in-service**

**Application Fee - \$25.00**

Check or Money Order payable to:  
Treasurer, Commonwealth of Virginia

Or apply online:

[www.dcjs.virginia.gov/privatesecurity/watson.cfm](http://www.dcjs.virginia.gov/privatesecurity/watson.cfm)

**Application Fees are Non-Refundable**

**COMMONWEALTH OF VIRGINIA**

*Department of Criminal Justice Services*

**Private Security Services Section**

**P.O. Box 10110**

**Richmond, VA 23240-9998**

**Phone #: (804) 786-4700; Fax #: (804) 786-6344**

**Website: [www.dcjs.virginia.gov/privatesecurity](http://www.dcjs.virginia.gov/privatesecurity)**

**Status Hotline: (804) 786-1132 or 1-877-9STATUS**

***NOTE: Please read the attached application instructions prior to submitting. Applications must be accurate and complete to process; all fees are non-refundable regardless of disposition. Please allow a minimum of 30 days from receipt by DCJS for processing. Please retain a copy of your application for your records. To ensure processing prior to expiration, this form should be submitted at least 60 days prior to your Registration expiration. This form is only for in-service training.***

1. Applicant Name: \_\_\_\_\_  
Last Name - Jr., Sr., etc. First Name MI

2. SSN or DCJS ID #: \_\_\_\_\_ 3. Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
Number and Street City/Town State Zip

5. May the Department contact you via e-mail? ☐ Yes ☐ No

6. E-Mail Address: \_\_\_\_\_

7. Category in which you seek Registration or Instructor Certification training credit (select **only one** per application):

- |                                                           |                                                                   |
|-----------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Private Investigator             | <input type="checkbox"/> Alarm Respondent                         |
| <input type="checkbox"/> Personal Protection Specialist   | <input type="checkbox"/> Central Station Dispatcher               |
| <input type="checkbox"/> Security Canine Handler          | <input type="checkbox"/> Electronic Security Technician           |
| <input type="checkbox"/> Security Officer/Courier         | <input type="checkbox"/> Electronic Security Sales Representative |
| <input type="checkbox"/> Special Conservator of the Peace | <input type="checkbox"/> Bail Enforcement Agent                   |
| <input type="checkbox"/> Private Security Instructor      | <input type="checkbox"/> Private Security Firearms Instructor     |

☐ I wish to receive training credit for my Firearms Endorsement.

Select current weapons class: ☐ Handgun ☐ Shotgun ☐ Advanced Handgun

***\*You may not add categories on this form. For entry-level training, you must submit an entry-level application.***

8. My current registration expires: \_\_\_\_\_

9. I have read the application instruction form and have met all requirements. I have attached all required and appropriate documentation:

☐ YES

☐ NO - **This application cannot be processed.**

**NOTE: DCJS does not retain previously submitted documentation. Do not write in "on file" – you must submit documentation with this form.**

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with Virginia Code Section 9.1.138 through 9.1-150 and the Regulations Relating to Private Security Services 6VAC 20-171.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_